



Department:	Community Services
Bargaining Unit:	SEIU
Salary Range:	E-21/E-32
Last Revision:	December 2022

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## **MAINTENANCE WORKER I MAINTENANCE WORKER II**

### **DEFINITION**

Under supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), to perform semi-skilled work involved in street, sewer collection system, and park construction, maintenance, and repair.

### **DISTINGUISHED CHARACTERISTICS**

**Maintenance Worker I:** This is the entry level in the Maintenance Worker class series. Positions at this level usually perform most of the duties required of the positions at the Maintenance Worker II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Maintenance Worker II:** This is the full journey level in the Maintenance Worker class series. Positions at this level are distinguished from the Maintenance Worker I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Maintenance Worker II level are normally filled by advancement from the Maintenance Worker I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Maintenance Worker II level.

### **SUPERVISION EXERCISED**

#### **Maintenance Worker I**

Exercises no supervision.

**Maintenance Worker II**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Operate construction equipment and power tools such as backhoes, graders, front end loaders, rollers, vactors, compressors, jack hammers, paint sprayers, concrete saws, mowers, edgers, and blowers; maintain hand tools and assigned equipment.

Utilize proper safety precautions related to all work performed; install barricades and cones prior to the performance of repair and maintenance activities; direct and control traffic around work sites.

Respond to requests and inquiries from the general public.

Record, keep, and maintain records of activities performed in written and/or electronic form.

**When assigned to Street Maintenance**

Shovel and spread asphalt and asphalt base in patching, repairing, and reconstructing streets.

Install, repair, and replace culverts and storm drains; inspect and clear obstructions from storm drains, gutters, and culverts.

Install, repair, and replace manholes.

Use concrete cutting and breaking equipment; operate a jackhammer; pour and assist in finishing concrete and masonry work; construct concrete forms and perform rough carpentry work.

Prune low tree limbs for street sweeper clearance; pick up leaves; clean and weed tree wells in the downtown area.

Assist in the maintenance of traffic control systems including painting and striping City streets and curbs as well as installing City sign posts and signs.

**When assigned to Sewer Collection System Maintenance:**

Maintain lift stations; replace pump apparatus.

Monitor floating devices and micro switching operations.

Excavate, inspect, flush, clean, and repair sewer collection lines.

**When assigned to Sewer Collection System Maintenance:**

Operate sewer rodder including jets and vactor.

Water, mow, weed, trim renovate, and fertilize lawns; operate mowers, edgers and blowers.

**When assigned to Park Maintenance:**

Plant, water, and maintain landscaped areas consisting of bushes, trees, flowers, shrubs, and lawns.

Trim and prune bushes, trees, and shrubs; stake trees as necessary.

Rake leaves and clear debris from walks, fields, courts, and other facilities.

Apply herbicides, fungicides, and pesticides to landscaped areas.

Install and repair playground equipment, fences, and other related parks equipment and facilities.

Assist in minor plumbing repair of restroom facilities.

Prepare and maintain athletic fields and related facilities.

Maintain recreation buildings including the City's Community Center and other buildings.

Perform a variety of duties in the maintenance and repair of the City's irrigation system; change and adjust sprinkler heads; maintain controllers; assist in large irrigation system installation and maintenance projects.

Perform routine plumbing repairs on restroom facilities; fabricate and weld metal railings, equipment, and grills.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Maintenance Worker I**

**Knowledge of:**

Uses and purposes of general construction tools and equipment.

**Knowledge of:**

Safe driving principles and practices.

**Skill to:**

Learn to operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Operate hand tools, mechanical equipment, and power tools and equipment required for the assigned work activities in a safe and efficient manner.

Operate basic electronic record keeping equipment (e.g. smart phone, tablet, etc.).

Perform heavy manual labor for long periods of time in all types of weather.

Operate a motor vehicle safely.

**Ability to:**

Learn to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.

Understand and follow oral and written instructions.

Learn written and basic electronic record keeping practices.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

No experience required.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid Class A driver's license within the first twelve (12) months of hire.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to cold, heat noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Maintenance Worker II**

In addition to the qualifications for Maintenance Worker I:

**Knowledge:**

Methods and techniques of construction, maintenance, and repair related to the area of work assigned.

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

**Skill to:**

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Operate aerial lift.

**Ability to:**

Perform semi-skilled construction, maintenance, and repair in the area of work assigned.

Perform basic carpentry, electrical, and plumbing work.

Read and interpret basic maps and blueprints.

Work independently in the absence of supervision.

**Experience and Training Guidelines:**

*City of Hollister*  
*Maintenance Worker I/II (Continued)*

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*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two (2) years of increasingly responsible experience performing field maintenance duties within the assigned area of responsibility.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid Class A driver's license within the first twelve (12) months of hire.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**Effective Date:** December, 2022